# Introduction

This policy provides a framework for the consideration of research projects involving the Queensland Police Service (QPS). This policy is relevant for research undertaken exclusively within QPS as well as research conducted through external organisations such as universities, other government departments, and non-government organisations.

# Policy Statement

Organisations, individuals, and community groups sometimes require information about policing matters that is only available by conducting a research study with the assistance of the QPS. Accordingly, the QPS will endeavour to satisfy, where possible, any reasonable request for research where there is a clear benefit to the QPS and a tangible outcome is likely.

# Definitions

## Research

The QPS defines ‘research’ as an original investigation undertaken to gain knowledge, understanding and insight, in accordance with the *Australian Code for the Responsible Conduct of Research*. For the purposes of this policy, ‘research’ includes projects such as research, review, and evaluation projects where there is a need for primary or secondary data collection and/or extraction of data for research purposes.

Research includes both ‘business as usual’ research, that is research which is internally driven and conducted exclusively within QPS, and ‘external research’, that is research which is conducted independently or semi-independently of the QPS. Independent research may include research undertaken by universities, other government departments, and non-government organisations, while semi-independent research may include research undertaken by QPS members for professional development attributable to accredited qualifications, and research partnerships between QPS and external agencies.

### Research Tiers

The QPS has a Tier system for research, which assists with prioritisation, facilitates a governance structure and enables defined processes and systems. Should research fall within more than one Tier, advice should be sought from the QPSRC Secretariat, to determine the most appropriate process.

***Tier One: Government Mandated Research.*** Tier One includes research conducted under government mandate. For example, research or evaluations as required per election commitments, Government Action Plan commitments and legislative and/or policy changes.

***Tier Two: Queensland Police Service Senior Executive Supported Internal Research.*** Tier Two includes research conducted exclusively within QPS, which is endorsed by a QPS Senior Executive. This category does not include research conducted by QPS members in conjunction with an external body, such as through a partnership, or where QPS members undertake research as part of a formal qualification.

***Tier Three: Professional Development of Queensland Police Service Members.*** Tier Three includes research by QPS members completing accredited qualifications which request to use QPS data and/or resources. For example, this includes research undertaken as part of a TAFE or university assignment, or as part of the thesis component of an Honours, Masters or PhD degree. It does not include research where a QPS member has partnered with an organisation or is a co-author on a research project, where the research project does not account towards a formal qualification.

***Tier Four: Queensland Police Service Financially Supported Partnerships.*** Tier Four research includes research and evaluations being conducted through a partnership between the QPS and an external agency/institution that involves a financial agreement. This includes research that has been procured by the QPS.

***Tier Five: Government Financially Supported Research.*** Tier Five includes research that is financially supported by a Government agency (external to the QPS). This includes research in which another government organisation has procured the research. It does not include research where a researcher has nominated for an award or grant.

***Tier Six: External Research.*** Tier Six includes research conducted by an external institution. This includes research with non-financial support from areas within the QPS and/or has QPS members listed as co-researchers.

## Queensland Police Service Research Committee (QPSRC)

The QPS Research Committee (QPSRC) is an internal body which maintains strategic oversight over QPS research by considering research projects involving the use of data and/or resources of the QPS. Research, which involves the use of QPS resources (such as data, documents, or personnel), and falls within Tier 1 and Tiers 3 to 6 require submission to the QPSRC.

**The QPSRC is not a funding committee and does not allocate funding for research and evaluation projects. The QPSRC is not an ethics committee and does not grant human research ethics approval to conduct research.**

The QPSRC does not consider requests for information that is publicly accessible in existing records (including statistics and reports made available by various Government agencies such as the Queensland Government Statisticians Office, and Australian Bureau of Statistics; or academic/research institutions such as the Australian Institute of Criminology) or requests for information under the *Right to Information Act 2009* (Qld).

# Applications for Research

Before applying, researchers must identify which Tier their research falls within to determine the correct process for seeking approval to conduct research with the QPS.

## Tiers 1, and 3 to 6

Research and evaluation projects which fall within Tier 1, and 3 to 6, are required to apply to the QPSRC using the QPSRC Application Form.

Additionally, prior to applying to the QPSRC, the QPS area procuring Tier 4 research are required to provide the *request for quote* to the QPSRC Secretariat for methodological advice. While Tier 4 research projects may already have QPS endorsement through the procurement process, given the function of the QPSRC includes having strategic oversight over QPS research (see 3.2), an application must be submitted to the QPSRC by the successful tenderer.

Applications for Tier 1, and 3 to 6, are required to be received at least one month prior to a scheduled QPSRC meeting, to allow for review of the proposed research by the Secretariat and relevant QPS areas. **Applications submitted after this date will only be considered at the discretion of the Chair**. The instructions for making an application are contained in the QPSRC Application Form.

In addition, where data collection is proposed, all data collection instruments and informed consent materials will be required to accompany any QPSRC Application Form (for example, survey instruments, interview or focus group schedules, observation protocols, or other tools being used in primary data collection).

Out-of-session applications are only considered for exceptional circumstances where immediate urgency is clearly stated; however, this decision is at the discretion of the QPSRC Chair. For further information, refer to the QPSRC Terms of Reference.

## Tier 2

Research and evaluation projects which fall within Tier 2, are required to have approval from their relevant Senior Executive prior to commencing. While Tier 2 research does not require approval from the QPSRC, Tier 2 must be advised to the Committee to allow for appropriate research governance across the organisation and record keeping of internal research projects and evaluations.

In achieving this, Tier 2 Project Managers are required to complete the ‘Tier 2 Research Advisory Form’. The form requests information pertaining to a) the purpose of and timeframes for the project; b) the methodological approach, including data / resource requirements; and c) final outputs expected, including external and internal reporting. Approval from the relevant Senior Executive and research proposal is to be attached along with any other supporting documentation. All Tier 2 notifications will be noted on the QPSRC meeting agenda for advice to the QPSRC.

# QPSRC Applications

This section is applicable to research and evaluation projects which fall within Tiers 1, and 3 to 6.

## QPSRC Application Criteria

The QPSRC will consider the merits of each submitted QPSRC Application Form through consideration of the following criteria:

* aligns to the QPS Strategic Plan;
* represents a desirable research topic;
* informs QPS policy, practice and performance with tangible outcomes;
* represents a sound return on the QPS’s investment; including the development and use of Intellectual Property;
* supports business review and improvement;
* operates in a methodologically acceptable and rigorous manner; and
* includes the support of the QPS area affected by the research.

Consideration will also be given to how the research impacts on its ability to effectively and efficiently:

* meet law enforcement obligations;
* properly administer justice;
* protect the privacy of individuals (internal and external to the QPS) through compliance with relevant legislation, including the *Information Privacy Act 2009*;
* comply with statutory provisions when dealing with such requests;
* maintain standards regarding the ethical conduct of research; and
* comply with the obligations of the *Queensland Human Rights Act 2019.*

## Principal Researcher

Research applications must contain a nominated ‘Principal Researcher’, the person responsible, individually or a leader of researchers, for the conduct of research. The Principal Researcher has the responsibility for ensuring the conditions attached to the approval of the research are adhered to. Additionally, the Principal Researcher will be the point of contact for the QPSRC. The Principal Researcher is also responsible for adhering to the reporting requirements for the approved research.

## Ethics

The QPSRC does not function as a human research ethics committee (HREC), however, all research must be conducted in accordance with the *National Statement for the Ethical Conduct in Human Research* andthe *Australian Code for the Responsible Conduct of Research.*

Ethical approval (where applicable in the *National Statement for Ethical Conduct in Human Research*) should be sought from a nationally accredited HREC prior to submitting an application to the QPSRC. It should be noted that approval for research is conditional on QPSRC Secretariat sighting evidence of HREC approval or evidence that ethical approval is not required.

## Decisions

Decisions are made with the agreement of the majority of QPSRC members present at any meeting. When instances of majority agreement cannot be met, the Chair will make the final determination.

Decisions made within a QPSRC meeting are final. The QPSRC will not engage in debate as to decisions and no appeals process is available. However, if research is not supported in the first instance, advice as to why such a decision was made may be provided.

Applicants will be advised by the QPSRC Secretariat as to the outcome of their applications as soon as practical following a QPSRC meeting. Outcomes will be delivered through receipt of an electronic Letter of Notification from the Chair of the QPSRC. Applicants can expect to receive one of three outcomes.

## Outcome types

***Conditional Approval.*** The outcome ‘conditional approval’ refers to applications that have been approved on conditions specific to the application. These conditions will be clearly listed in the Letter of Notification and Formal Deed of Agreement. Conditional approval for longitudinal study will apply only for the group of participants initially involved. If the research requires modification, subsequent to receiving conditional approval, an amendment to the original application must be sought from the QPSRC (see Section 5.12: Reporting).

***In-Principle Support.*** The outcome ‘in-principle support’ refers to applications that have not been approved due to significant issues identified, however, merit in the research concept is acknowledged by the QPSRC. The issues identified will be listed in the received Letter of Notification. In instances of in-principle support, it is recommended the identified issues are addressed and a resubmission is prepared for the QPSRC. In-principle support does not guarantee that, upon provision of a revised application to conduct the nominated project, conditional approval will be given. This outcome indicates that the research specified in the application must not commence with QPS resources.

***Not Approved.*** The outcome ‘not approved’ refers to applications which are not supported by the QPSRC, reasons for which may be listed within the received Letter of Notification. This outcome indicates that the research specified in the application must not commence with QPS resources.

## Letter of Notification

Applicants will be advised by the QPSRC Chair as to the outcome of their research application via a ‘Letter of Notification’. The Letter of Notification stipulates to the Principal Researcher the outcome of an application. If conditionally approved, the conditions of approval will be provided. If not approved/in-principal supported, any issues raised by the QPSRC regarding the application may be provided in the Letter of Notification. The Letter of Notification will be delivered electronically through the QPSRC Secretariat.

## Formal Deed of Agreement

Should a research application be conditionally approved by the QPSRC, prior to commencing research, the Principal Researcher will be required to sign and return a ‘Formal Deed of Agreement’. By signing a Formal Deed of Agreement, the Principal Researcher is agreeing to abide by all conditions of approval attached to the research.

## QPS Research Liaison Officer

Should a research application be conditionally approved by the QPSRC, one or more ‘QPS Research Liaison Officer(s)’ will be appointed to the research.

Appointment is principally based on nominations received by QPS stakeholders (e.g., Strategy and Performance Officers nominating subject matter experts from within specialist areas). However, appointments may also be made on the basis of responsibility or ownership.

The QPS Research Liaison Officer(s) contact details will be provided by the QPSRC Secretariat to the Principal Researcher subsequent to receiving a signed Deed of Agreement.

### Responsibilities

The QPS Research Liaison Officer is obligated to:

* be the key point of contact (KPOC) between the Principal Researcher and the QPS;
* supervise, or assist in the provision of any approved data or police resources within the approved conditions and boundaries of operational requirements;
* ensure the Principal Researcher is aware of their reporting requirements to the QPSRC (e.g., six-monthly progress reporting, publication manuscript review, presentations provided in advance of presenting, etc.);
* ensure compliance with the conditions of approval to conduct research, including the release of data/resources for the approved research;
* inform the QPSRC of when data collection is confirmed to commence.
* advise the QPSRC of any amendments. Should any amendments to the approved research project be requested from you, or should you become aware of any such changes (e.g., changes in data collected/provided, changes in research team), you will be required to advise the QPSRC Secretariat as soon as practicable; and
* advise the QPSRC of any concerns regarding the conduct of research. Should any concerns regarding to the approved research project become known to you, you will be required to advise the QPSRC Secretariat as soon as practicable.

Please be aware, the QPS Research Liaison Officer will not be required to conduct research administration tasks for Principal Researchers, unless approved by the QPSRC (e.g., transcribing interviews, analysing data, etc.).

## Data Collection, Use and Disclosure

Any requests for data or police resources for research purposes must be negotiated and is subject to QPS operational requirements and statutory obligations under the *Information Privacy Act 2009,* in particular Information Privacy Principles 10 and 11 which describe the provisions for use and disclosure of personal information for research purposes. Any data provided or collected may only be used by the Principal Researcher and other nominated researchers within the QPSRC Application Form or QPSRC Amendment Application Form for the conditionally approved research project. Data cannot be disclosed or shared with other researchers or organisations, or be used for a different research project, without additional QPSRC approval.

## Intellectual Property and Copyright

It is important for researchers to recognise the various intellectual property rights that may arise from research with the QPS. The term "intellectual property" covers the various legal rights which protect the result of original and creative effort. The different types of IP rights include: copyright, trademarks, designs, patents, circuit layout rights, and confidential Information/trade secrets. For further guidance see <https://www.ipaustralia.gov.au/understanding-ip>.

It is important that researchers and entities adhere to the various legislative requirements when using the work of others as well as ensuring the protection of their own.

Researchers are responsible for adhering to the rules and regulations governing IP, including copyright ownership and protection as specified in the *Copyright Act 1968* (Cth), particularly that of third parties. For example, materials that may be protected by copyright include: literary works, artistic works, dramatic or musical works, and films.

The obligations on researchers include actively avoiding the infringement of another’s IP as well as acknowledging one’s own rights.

## Ownership of Data and Findings

Researchers must ensure they have obtained the relevant permissions (written approval or consent) to use third party IP as intended in the research and provide copies of such permissions with the application for research.

Unless otherwise specified, the default position on ownership is that any IP created is jointly owned by the researcher or entity and QPS, as per the terms of the Deed of Agreement. This means that IP rights are shared, unless otherwise agreed in writing.

## Reporting

There are several reporting conditions attached to QPSRC approved research that the Principal Researcher must abide by.

### Progress Reporting

If the research is not finalised within six months of conditional approval, a progress report must be provided to the QPSRC Secretariat. Further progress reports will be required at six-month intervals until the research is finalised. This is required to be completed using the QPSRC Progress Report. If progress reporting is not complied with as per this policy, this may result in immediate termination of QPSRC support for the research and no further data or resources will be provided.

Once data collection from QPS resources has been completed, the Principal Researcher is required to notify the QPSRC Secretariat using the QPSRC Progress Report. Following this, progress reporting requirements may be ceased, as determined by the QPSRC Secretariat.

### Research Amendment Reporting

If modifications to the research are required subsequent to receiving conditional approval, an amendment to the original application must be sought from the QPSRC through completion of the QPSRC Amendment Form.

Based on the QPSRC Amendment Form, the QPSRC Secretariat can advise if the modification is minor or major. Minor modifications can be approved through the QPSRC Secretariat, whilst Major modifications requires a new application for the QPSRC.

The new or amended components of the research cannot commence / continue until the QPSRC Secretariat, and or QPSRC have reviewed and approved such amendments.

### Publication Reporting

Copies of reports, documents, graphics/dashboards, and/or papers for publication arising from the conditionally approved research must be provided for review by the QPSRC Secretariat, and internal stakeholders where applicable, prior to publication unless otherwise negotiated with the Chair, QPSRC. Publication includes material being made public, conference papers, presentations and dissertations. Please allow at least ten business days for the Secretariat, and internal stakeholders, to review the proposed publication/s. Please note, amendments to outputs may be required upon review to protect integrity of data and findings, and in some instances, there may be a requirement that an output is not disseminated.

Reports not made public, such as those of a classified nature, are still required to be provided to the QPSRC Secretariat, unless otherwise agreed by the QPSRC.

The assistance of the QPS must be acknowledged in all publications linked to the conditionally approved research. This must be done without purporting to be expressing views of the QPS and in acknowledgement that any errors of omission or commission are the responsibility of the author/s. It is suggested that the following disclaimer be used:

“The author/s wish to acknowledge the support and assistance from the Queensland Police Service in undertaking this research. The views expressed in this publication are not necessarily those of the Queensland Police Service and any errors of omission or commission are the responsibility of the author/s.”

or, where the Queensland Police Service is de-identified

“The author/s wish to acknowledge the support and assistance from an Australian policing agency in undertaking this research. The views expressed in this publication are not necessarily those of the Australian Policing Agency and any errors of omission or commission are the responsibility of the author/s.”

## Showcase agreement

Details contained within the ‘*Queensland Police Service Research Committee - Application Form*’ and publications/findings from research approved by the QPSRC may be published as an internal resource where information security classifications permit. Information shared may include research abstract/summary, final publications, presentation material or other relevant outputs. All publications are subject to this agreement, unless otherwise negotiated with the Chair, QPSRC.

## Termination of Research and Evaluations

Research can be terminated at any time by the QPSRC. The QPSRC reserves the right to call on researchers to show cause why their research approval should not be rescinded through failure to comply with the Formal Deed of Agreement, or due to operational requirements. This includes non-compliance progress reporting (refer to Section 5.12 of this policy document).

# Tier 2 Submissions

This section applies to research and evaluation projects which fall within Tier 2. Tier 2 research is required to have approval from the Senior Executive of the principal researcher, prior to completing the Microsoft Form to notify the QPSRC.

## Ethics

All research using QPS resources and data must be conducted in accordance with the *National Statement for the Ethical Conduct in Human Research* andthe *Australian Code for the Responsible Conduct of Research*. Ethical approval (where applicable in the *National Statement for Ethical Conduct in Human Research*) should be sought from a nationally accredited human research ethics committee where required.

## Intellectual Property and Copyright

It is important for researchers to recognise the various intellectual property rights that may arise from research with the QPS. The term "intellectual property" covers the various legal rights which protect the result of original and creative effort. The different types of IP rights include: copyright, trademarks, designs, patents, circuit layout rights, and confidential Information/trade secrets. For further guidance see <https://www.ipaustralia.gov.au/understanding-ip>.

It is important that researchers and entities adhere to the various legislative requirements when using the work of others as well as ensuring the protection of their own.

Researchers are responsible for adhering to the rules and regulations governing IP, including copyright ownership and protection as specified in the *Copyright Act 1968* (Cth), particularly that of third parties. For example, materials that may be protected by copyright include: literary works, artistic works, dramatic or musical works, and films.

The obligations on researchers include actively avoiding the infringement of another’s IP as well as acknowledging one’s own rights.

## Ownership of Data and Findings

Researchers must ensure they have obtained the relevant permissions (written approval or consent) to use third party IP as intended in the research and provide copies of such permissions with the application for research.

Unless otherwise specified, the default position on ownership is that any IP created is solely owned by QPS. This means that IP created is solely owned by the QPS and all IP rights vest in the QPS (moral rights to be attributed to the author as required).

## Reporting

### Research Amendment Reporting

If there is a minor modification to the research project after submitting the form to the QPSRC, the QPSRC should be informed. This may be facilitated through e-mail correspondence to the QPSRC Secretariat business account.

If the research requires a major modification, a new form submission to the QPSRC for noting/recording will be required. The QPSRC Secretariat can advise if the modification is minor or major.

### Reporting Research Completion

If the research has been completed, terminated, or has been put on hold, please notify the QPSRC Secretariat business account for noting/recording.

## Showcase agreement

Details pertaining to the Tier 2 research project may be made available to the whole of service as an internal resource. Contact should be made with the QPSRC Secretariat business account for any research projects or evaluations that are confidential and/or cannot be made visible to the QPS, whole of service. Further, where information security classifications permit, the Project Manager is expected to make the findings and outputs of the research available to the QPS, whole of service, via the Organisational Insights Database, Internal Research Insights.

## Termination of Research and Evaluations

Research can be terminated at any time by any Senior Executive within the QPS.

# Related Documents

Australian Code for the Responsible Conduct of Research

*Human Rights Act 2019*

*Information Privacy Act 2009*

*Judicial Review Act 1991*

National Statement on Ethical Conduct in Human Research

QPS Standard of Professional Practice

QPSRC Amendment Form

QPSRC Application Form

QPSRC Progress Report

QPSRC Terms of Reference

Queensland Police Service Management Support Manual, Chapter 5.6 Release of Information

Queensland Police Service Strategic Plan

Queensland Police Service Study and Research Assistance Scheme (SARAS) Policy

*Right to Information Act 2009*